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ALEC Committee Minutes

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4-16-2010

April 16, 2010 - Staff Meeting Minutes

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"April 16, 2010 - Staff Meeting Minutes" (2010). *ALEC Committee Minutes*. 104.
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**ALEC Staff Meeting
Minutes
April 16, 2010**

Present: Mark Balschweid, Jay Barbuto, Kathy Bennetch, Heather Borck, Jason Ellis, Dick Fleming, Jennifer Greenlee, Janice Hamer, Lindsay Hastings, Jim King, Pat Jarecke, Tom Kraft, Gina Matkin, Lisa Pennisi, Tammy Meyer, Mike Wilmot, and Judith Wolfe

Balschweid introduced and welcomed Pat Jarecke, who was hired temporarily to fill Betty James' position.

Advisory Council

Fleming announced if anyone is unable to attend the Advisory Council meeting next week, make sure to give him a typed report. He will make sure it is presented during the meeting so we have reports from all majors. Lindsay Hastings will be the guest speaker on Wednesday to give an update on NHRI.

Around 3:00 p.m., the Advisory Council, and only the Advisory Council itself (no faculty), will meet with the Review Team for about an hour. Some faculty will need to be meeting with the Review Team while the Advisory Council is also meeting.

ALEC Review

Fleming discussed the schedule for the Review Team. It is important to have faculty and students to meet with the Review Team as well as the Advisory Council members. The Review Team arrives on Tuesday afternoon and meets with the administration.

Team leader, Dann Husmann, will lead the discussion with the Review Team on all undergraduate programs, after which the Team will meet with the undergraduate students. Balschweid has requested the undergraduate program faculty send him a list of two to four undergraduate students to ask to attend the student meetings. It is important to have student representation at these meetings. They will have an opportunity to meet the Review Team in the classroom and then the schedule will allow the team to tour ALEC and then CIT facilities.

When "All Faculty" is listed on the schedule it means any faculty member is welcome to attend the session regarding the program listed. It doesn't mean attendance is required. Balschweid and Fleming continued covering the schedule and describing what will happen, so everyone will know what to expect and when to attend the various sessions. A van is reserved and Heather Borck will be the chauffeur for the team. She and Paige Bek are student members of the Review Team.

The Internal Review Team Members are:

Heath Bork, Graduate Student Representative
Paige Bek, Undergraduate Student Representative
Dr. Dwayne Ball, Institutional Representative

Dr. Julie Johnson, Institute Representative
(Other team members were listed in last month's Staff Meeting Minutes)

Friday at 10:30 a.m. all the faculty, staff, and students meet with the Review Team to hear the Exit Report.

Balschweid states the self study has gone through several revisions. He suggested everyone become familiar with the sections that pertain to them. Individual meetings are a great time to talk about things that are not in the self study. This is not a review team to come in and point out all of ALEC's faults. It's to help on issues with within the department, issues within the institute, issues within UNL and across the state. The review team members and their institutions will have some good suggestions because of their experiences.

Balschweid thanked Dick Fleming and the internal review team for all their efforts. (Dann Husmann, Jim King, Jason Ellis, Heather Borck, Paige Bek)

Open Searches

ALEC/NDE – Balschweid announced an offer has been made to one of the candidates. It is hoped to have a signed contract by next week and an announcement will be made shortly. Balschweid thanks all who have taken time to be involved with the interviews, seminars, and filling out the evaluations. This position has caused interest across UNL because of the nature of the position being shared with a state agency, Department of Education (1/3 time) and ALEC (2/3 time).

HRTM - Tourism Accounting Revenue Management Position - Balschweid reported three candidates have been identified, one has been interviewed and another is in town now. One more will be coming after next week's review meetings. Those schedules have been in the Monday Memo.

ALEC Office Associate – Bennetch reported seven candidates identified to interview and the interviews will be starting after the Review meetings. The committee consists of Mark Balschweid, Kathy Bennetch, Jeff Bassford, Dann Husmann and Karen Gatherer. In the mean time, Pat Jarecke is here to assist with routine travel, reimbursements, as well other routine purchases.

Updates

International Study Abroad

Ellis indicated his students are giving cultural presentations during the next two weeks. The schedule has been set. They are working on how to develop a blog and some on-site reporting. Students are very interested and ready to go.

Reorganization of former CIT unit within ALEC

Balschweid reported not a lot of movement has happened since the last meeting. On July 1, the units become one. Balschweid wants faculty and staff to think about how the unit could physically align between the Ag Communications building and Ag Hall. Miller Hall also houses part of CIT currently. Nothing has been decided and he welcomes any suggestions you have.

Ellis might be moved to Ag Communications. The Ag Communications positions have been temporarily filled by Carolyn Johnson, a science writer from the College of Journalism (2 yr appointment); Mike Ferrel, a videographer with NET and Hixson-Lied College of Fine and Performing Arts; and Mary Garbacz, College of Journalism, who is responsible for Strategic Discussions for Nebraska.

Recruitment Update

Wilmot mentioned 12 graduating (nine Ag Education, two Ag Journalism and one HRTM). Incoming students - 18 at present (seven Ag Ed, three Ag Journalism, and eight HRTM).

May 7 at 2:30 p.m. will be the ALEC department reception for graduating seniors. At 4:00 p.m. the students have the Salute to Graduates in the Great Plains Room. Balschweid recommends a short program to recognize these students. He would like to let the students know there is still support for the students as they move forward. He would like to make this a more festive occasion because of what it means and to celebrate their accomplishments. CASNR week begins today and the schedule was distributed.

New Business

Balschweid announced he has received a formal nomination to replace Matkin on the CASNR Curriculum Committee (3-yr. terms). Matkin has been formally nominated for a second term. Matkin accepted the nomination. Ellis moved and King seconded her nomination. Approved.

Matkin indicated there is a summer transition meeting for the CASNR Curriculum Committee in May which she is unable to attend. If anyone is willing to attend in her place, please let Gina know.

Office of Proposal Development

Nathan Meier heads up the Office of Proposal Development. He has four people in his office which is in the Vice Chancellor for Research office. They help faculty write successful grant proposals. They have technical writers who do this very well. Deb Hamernik approached Balschweid about having an office in ALEC. Nathan was one of the four individuals who went to Saudi Arabia.

Saudi Arabia grant project

Balschweid outlined the project submitted for a grant with Saudi Arabia. This is a five- year project which would start this summer, and it would provide a two year academic program in dairy and food processing. This is similar to an associate's degree with hands-on applied skills in three areas: dairy product processing where they are actually working in a factory, making products, and dairy processing equipment maintenance. The Ministry of Education in Saudi Arabia contacted the Dept. of Food Science. Three other groups are competing for this award. UNL is the only university to apply. The government of SA is concerned about high unemployment in Saudi Arabia. They have Poly Tech (2-yr. schools) in Mining, Chemical, and Aviation Technology. This is a 5-year grant but does have an opportunity for another 5 years. The decision should be within the month of the receipt of the proposal. A site visit by the Saudi Arabian officials will be scheduled here in May.

Good news items

Matkin received a \$100,000 grant, *From Theory to Practice*, from the American Association of Colleges and Universities. This is a joint effort with CEHS and CASNR which will develop program that will give undergraduate students a civic engagement certificate. Students will complete classes that are certified to fulfill the requirements and complete service in the community. They will graduate with a civic engagement certificate.

Ellis was awarded two UCARE undergraduate students for the 2010-11. One student is interested in qualitative research with a small town newspaper and discussing economic impact on newspapers and the newspaper's role in the communities. The other student will be working with a new magazine, called *Saddle up Nebraska*, targeting the equine industry. The student will be doing a readership analysis. The students are Stephanie Smolak and Ashley Burns.

Heather Bork successfully defended her dissertation and is graduating. Joana Story defended her dissertation and will be graduating in May.

Hastings announced NHRI is having its annual recognition day at Lincoln High School. All are welcome to come.

Presentation

Nathan Meier, manager of the Office of Proposal Development, gave a presentation about his office. The office of Research started the Office of Proposal Development in 1997. They help anyone seeking any external funding. They work with any amount and anyone who wants them to help to increase the quality and competitiveness of their grant. All proposals need to go through the Office of Sponsored Programs. They see about 10% of the proposals that go through UNL. Some of the things they can do to help include:

OPS Services (Appendix 1)

- Meet with PIs/project teams and outline a plan to develop the proposal; generate a proposal outline and a proposal development timeline.
- Provide advice on proposal strategy and work to ensure the application package meets sponsor requirements.
- Manage the proposal draft; make and track all changes to the draft by members of the writing team.
- Generate non-scientific sections of the proposal
- Proofread and edit the proposal and associated documents and offer formatting suggestions to improve the proposal's organization and visual appeal.
- Offer constructive, creative ideas about how to improve the proposal and the services of our graphic designer to assist with the presentation of charts, tables, graphs, and other graphical elements.
- Identify areas where the proposal might not address key requirements or review criteria.
- OPD services are available on a first-come, first served basis; contact us early on to ensure optimum assistance.

Research Development Fellows Program

- All full-time, pre-tenure faculty members hired within the last four years are eligible
- Provides mentoring, learning activities, and consultation to help junior faculty successfully compete for external grant funding
- 2011 applications will be solicited during the fall 2010
- <http://research.unl.edu/facultyresources/fellowsprogram.shtml>

The Chronicle of Higher Education, The Buck Starts Here handout was distributed. This offers experienced grant-proposal writer tips on how to improve their grant success.

AAAE Conference

Balschweid (for Bell) handed out the list of needs for the AAAE Conference (May 2010).

Barbuto announced the Midwest Academy of Management will be in Omaha next year (October 2011).

Meeting adjourned at 11:34.

Submitted by Kathy Bennetch

Proposal Development at UNL

On-campus Resources for Preparing Competitive Grant Applications

Nathan Meier
Proposal Development Manager
Office of Proposal Development

April 16, 2010

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Agenda

- Overview of the Office of Proposal Development (OPD)
- OPD Services
- Other Relevant Resources
- Questions

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Office of Proposal Development

- Created to enhance the quality and competitiveness of proposals submitted by UNL grant applicants seeking external funds
- OPD team members:
 - maintain knowledge of proposal preparation requirements at federal agencies, private foundations, and other entities.
 - interact with faculty, staff, and administrators regarding proposal conceptualization and composition.
 - compose, organize, and refine information included in external grant proposals.
 - facilitate collaboration among faculty, staff, and administrators from UNL and partner organizations.



Office of Proposal Development (cont'd)

- UNL grant applicants are not required to work with OPD; however, we see approximately 10% of all proposals submitted through the institution.
- During FY 2009, UNL applicants submitted 1,968 grant proposals requesting more than \$688 million in sponsored funds, resulting in awards, contracts, and gifts totaling more than \$192.3 million.
- Since 2005, our team has helped secure more than \$179 million in competitive funding from a wide range of federal and private sponsors.



OPD Services

- Meet with PIs/project teams and outline a plan to develop the proposal; generate a proposal outline and a proposal development timeline.
- Provide advice on proposal strategy and work to ensure the application package meets sponsor requirements.
- Manage the proposal draft; make and track all changes to the draft by members of the writing team.
- Generate non-scientific sections of the proposal (e.g., management, outreach, and evaluation plans; project timeline; postdoctoral research associate mentoring plans, etc.).

OPD Services (cont'd)

- Proofread and edit the proposal and associated documents and offer formatting suggestions to improve the proposal's organization and visual appeal.
- Offer constructive, creative ideas about how to improve the proposal and the services of our graphic designer to assist with presentation of charts, tables, graphs, and other graphical elements.
- Identify areas where the proposal might not address key requirements or review criteria.
- OPD services are available on a first-come, first-served basis; contact us early on to ensure optimum assistance.

Other Relevant Resources

- **NURAMP**
 - Comprehensive research administration education program for UNL faculty, staff, post-docs, and grad students
 - More info/register at <http://research.unl.edu/nuramp>
- **ORED's Expert Review of Grant Proposals**
 - Provides peer review of proposals prior to submission
 - Request form available online at <http://research.unl.edu/facultyresources/exreview.php>

Other Relevant Resources (cont'd)

- **Funding Announcements**
 - Weekly list of funding opportunities relevant to UNL expertise
 - Available at <http://research.unl.edu/sp1/oldfa.shtml>
- **Research Development Fellows Program**
 - All full-time, pre-tenure faculty members hired within the last four years are eligible
 - Provides mentoring, learning activities, and consultation to help junior faculty successfully compete for external grant funding
 - 2011 applications will be solicited during fall 2010
 - <http://research.unl.edu/facultyresources/fellowsprogram.shtml>

Questions?

To request proposal development assistance, contact:

Nathan Meier

☎ 402.472.1808

✉ nmeier2@unl.edu

<http://research.unl.edu/proposaldevelopment>

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